



COUNTY OF SAN DIEGO
DEPARTMENT OF PLANNING AND LAND USE: Zoning
DMV FORM "PROPERTY USE VERIFICATION
FOR VEHICLE DEALER'S LICENSE"

COUNTY OF SAN DIEGO ZONING COUNTER PROCEDURES

1. If the use regulation allows Automotive and Equipment: Sales/Rentals, Light Equipment, as defined by Section 1430(h) of the County Zoning Ordinance, and the site does not have any special area designators that require the preparation/approval of a Site Plan, then the form may be signed off. Complete and attach DPLU Form ZC#010 to the DMV issued form.
2. If the use regulation allows the above use, but the subject parcel is subject to a Special Area Designators (B, D, S, etc), then a Site Plan is required. A waiver of the Site Plan requirement may be requested pursuant to the following procedures:
 - A. Customer shall submit a plot plan (8 ½' x 11') showing the following:
 - Complete lot, incl. measurements (to scale);
 - all customer parking spaces;
 - all display spaces;
 - footprint of structure/office (and any other existing structures/uses);
 - existing and proposed Landscaping;
 - Sign(s) location and size/square footage.

If the plot plan does not correctly indicate the required information the DMV application will be rejected. The plot plan information is essential and necessary for the review/approval process (see sample plot plan).

Additionally, customer must submit color photographs of the site (taken from Street), showing the whole site, all signs, office(s) and display/parking spaces.

- Customer shall submit the above requirements to the Zoning Counter, located at 5201 Ruffin Road, Suite B, San Diego.
- B. County shall verify that any existing use is a legal use on the site.
 - C. After all the above is completed to the satisfaction of the Department of Planning and Land Use, the waiver request will be faxed to the appropriate community Design Review Board for their review and consideration. Subsequent to the Design Review Board's consideration of the design waiver, the Board will transmit their recommendation to the County Department of Planning and Land Use. If, however, a recommendation is not received from the Design Review Board within 45 days from the date of the faxed transmittal, the Director may act on the applicant's waiver request without board input.
 - D. If a recommendation is received from the Design Review Board, the Director of Planning and Land Use will make a final decision on the waiver within 30 calendar days.

3. If the above design waiver procedures are not followed, then a Site Plan application must be submitted and processed by DPLU.

NOTE: This procedure does not apply to the following uses as defined by the DMV: Vehicle Auto-Broker (office and sign only, no retail sales) or Vehicle Dealer- Wholesale Only (no retail sales, if office is in an existing building). Although these uses may not require the preparation/approval of the Site Plan, they may qualify as a Home Occupation pursuant to Section 6156(m) of the County Zoning Ordinance.

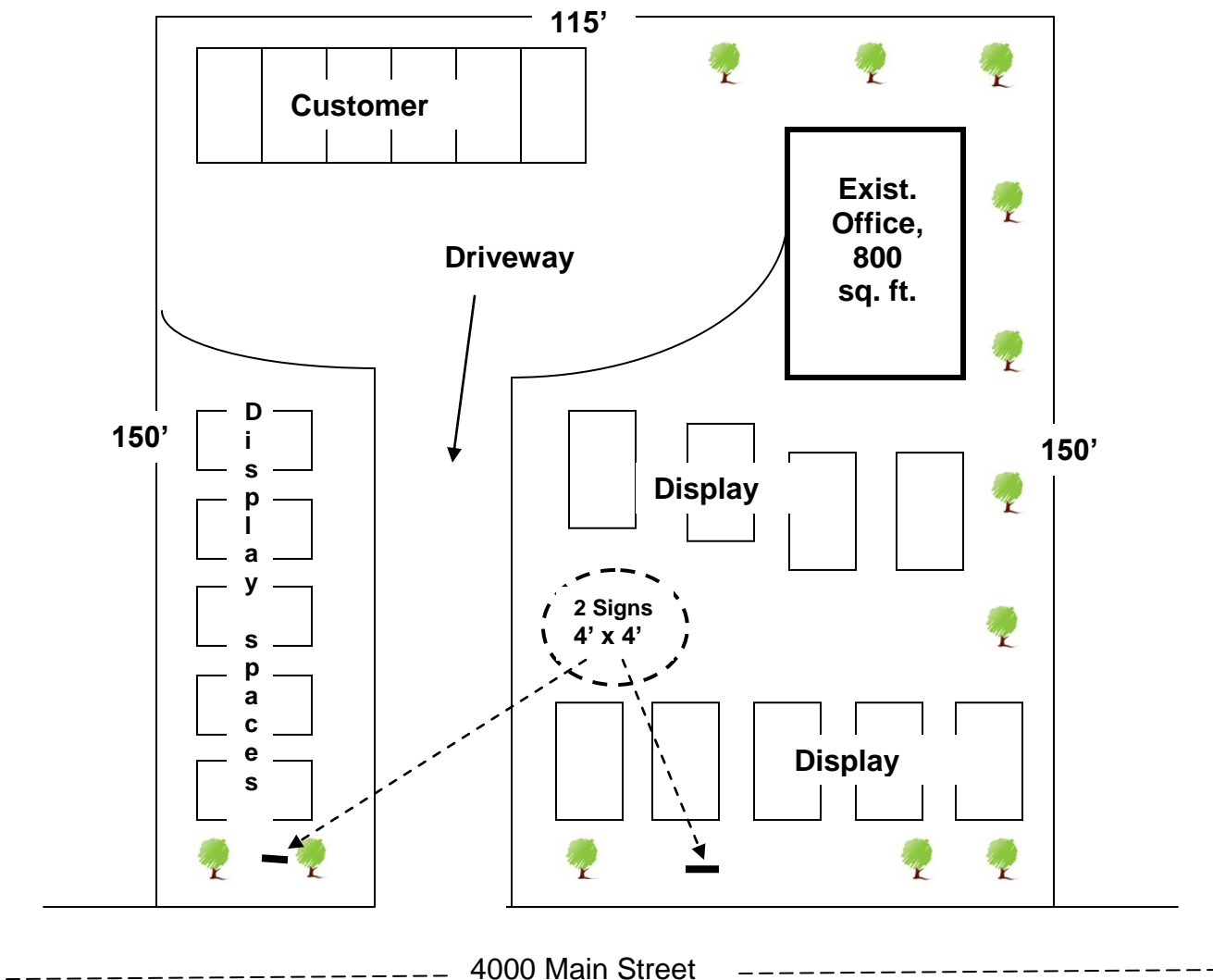
See Sample Plot Plan - Next Page

Sample Plot Plan (not to scale)

Customer must submit a plot plan (8 ½' x 11') showing the following:

- Complete lot, incl. measurements (to scale);
- all customer parking spaces;
- all display spaces;
- footprint of structure/office (and any other existing structures/uses);
- existing and proposed Landscaping;
- sign(s) location and size/square footage.

If the plot plan does not correctly indicate the required information the DMV application will be rejected. The plot plan information is essential and necessary for the approval process (see sample plot plan below).



Additionally, customer must submit color photographs of the site (taken from Street), showing the whole site, all signs, office(s) and display/parking spaces.